

ADMINISTRATIVE - INTERNAL USE ONLY

4 September 1986

MEMORANDUM FOR: Deputy Director for Administration

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FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (28 August - 3 September 1986)

1. *The Information Security Oversight Office (ISOO) inspected the Office of Information Technology (OIT) and the Office of Security (OS). In OIT, ISOO focused on classification practices and computer security. In OS, ISOO concentrated on current security education initiatives. ISOO is satisfied that both offices meet the classification and information security standards prescribed by Executive Order 12356. The final ISOO inspection for FY 86 is scheduled for 24 September 1986 in the National Photographic Interpretation Center, Directorate of Science and Technology (NPIC/DS&T).

2. James Moore, an Assistant Archivist at the National Archives and Records Administration (NARA), told the Director of Information Services that the "missing" DS&T records control schedule has been found in the NARA office that reported it missing. (For previous reporting on this subject, please refer to the OIS Weekly dated 21 August 1986.) NARA expects to publish the DCI schedule in the Federal Register on 17 September and hopes to publish the DS&T schedule on 1 October. The Archivist of the United States will approve the new schedules 60 days after they appear in the Federal Register.

3. A representative from the Information Resources Management Division (IRMD) conducted a follow-up audit of the Office of Soviet Analysis (SOVA), Directorate of Intelligence, to verify SOVA's 1986 collateral Top Secret document inventory and to review its Top Secret handling procedures. As a result of the inventory, over 1,000 duplicate Top Secret documents have been identified and destroyed.

4. The Agency Forms Manager, assigned to IRMD, continues his review of Agency forms. Over the past few weeks he has been able to eliminate 52 that are no longer useful. He is awaiting responses from various Agency components concerning 62 other forms whose usefulness is questionable.

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5. The backlog of initial FOIA cases decreased this week to 1251. This compares with a backlog of 2091 one year ago and 3120 two years ago. Among the new FOIA requests is one from a requester using the

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Attachment:
As Stated

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3 September 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

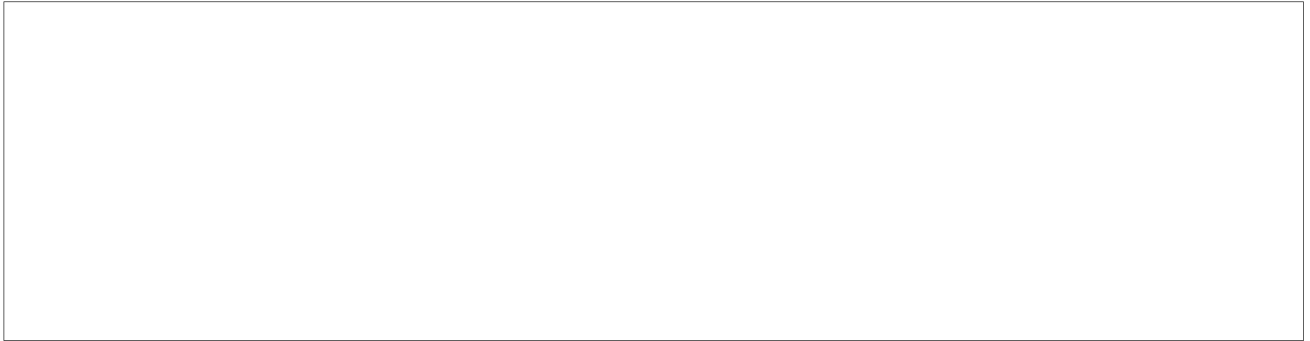
SUBJECT: IPD/OIS Weekly Report (27 August - 2 September 1986)

- | 1. <u>The Week in Review</u> | <u>27 Aug-2 Sept 1986</u> | <u>1986 Weekly Average</u> |
|---|---------------------------|----------------------------|
| a. New cases | 54 | 59.8 |
| b. Cases closed | 56 | 71.0 |
| c. New appeals logged | 1 | 3.3 |
| d. Appeals closed | 1 | 3.3 |
| e. Manpower (man-weeks) | 92.3 | 98.0 |
| 2. <u>Current Backlogs</u> | | |
| a. Initial requests - 1251 | | |
| b. Requests in administrative appeal - 190 | | |
| c. Requests in litigation - 54 | | |
| 3. <u>Spotlighted Requests</u> | | |

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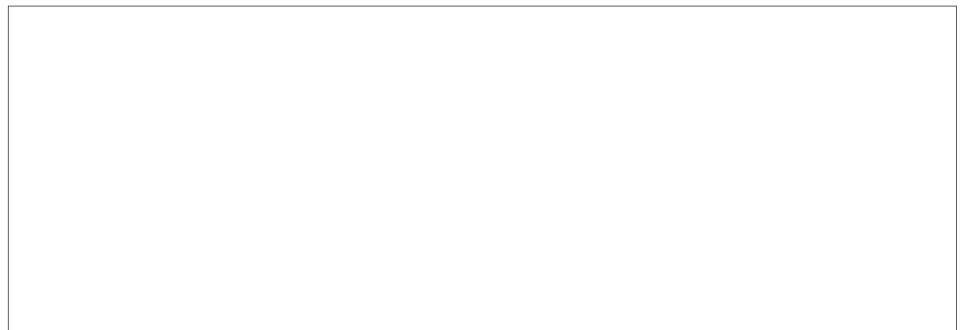
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5. Special Item of Interest

The Eighth Freedom of Information Act/Privacy Act Symposium will now be held on Wednesday and Thursday, 7 and 8 January 1987. Further details will be provided to the invitees at a later date.

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HGH/FBR:kas [redacted] (3 September 1986) (FINAL)

Distribution:

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1 - DCI/DDCI/Executive Director

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1 - IG

1 - OGC

1 - OCA

1 - OP

1 - OL

STAT

1 - C/IMS [redacted]

1 - DDO/IRO

STAT

25 - DDO/IMS [redacted]

1 - DDI/IRO

1 - DDA/IRO

1 - IC/IRO

1 - OIS/LA

1 - IRG/OS

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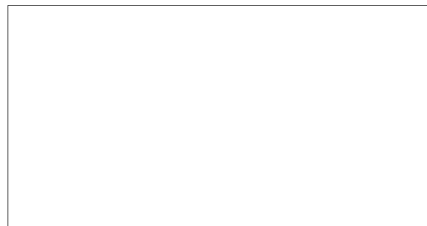
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2 September 1986

MEMORANDUM FOR: Director of Information Services
FROM: Acting Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 26 August - 2 September 1986

1. CRD has no significant activities for this period.

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ADMINISTRATIVE - INTERNAL USE ONLY

2 September 1986

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (27 August - 2 September 1986)

A. WORK IN PROGRESS

Top Secret Collateral Documents. of
Information Technology Branch conducted a follow-up audit of the DI
Office of Soviet Analysis (SOVA) to verify their 1986 collateral
Top Secret document inventory submission and to review SOVA's Top
Secret handling procedures. SOVA's handling procedures are in
compliance with Agency regulations governing Top Secret collateral
documents. As a result of SOVA's inventory review, over 1,000
duplicative or unneeded Top Secret documents were identified and
purged from SOVA files.

B. SIGNIFICANT EVENTS/ACTIVITIES

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2. Information Security Oversight Office Liaison Activities.

STAT The Information Security Oversight Office (ISOO) inspected the Office of Information Technology (OIT) and the Office of Security (OS) on 26 August. The ISOO inspector was accompanied by Dan [redacted] Classification Management Branch. The OIT inspection focused on OIT classification practices and computer security issues. The Office of Security inspection was confined to the Security Education Group and concentrated on OS's current security education initiatives. ISOO is satisfied that both offices meet the classification and information security standards prescribed in Executive Order 12356.

STAT The final ISOO inspection for FY 86 is scheduled for 24 September 1986 at the National Photographic Interpretation Center (NPIC/DS&T). [redacted] Deputy Chief, IRMD and [redacted] Chief, CMB met with NPIC's Executive Officer and representatives of the three NPIC offices taking part in the inspection to discuss Agency guidelines governing ISOO access to Agency information, ISOO inspection procedures and the types of records to be produced for ISOO review.

STAT 3. Count of Classification Decisions. Because each agency is required to report annually to ISOO the number of original and derivative classification decisions made during each fiscal year, Agency Records Management Officers have been instructed to count the number of classified documents originated in their areas during the week of 15-19 September. These statistics, along with similar statistics collected during a one week period in March 1986, will be projected for the entire year and reported to ISOO as a FY 86 total.

4. Records Control Schedules. James Moore, the Assistant Archivist for Records Administration, NARA, called the Director of Information Services and informed him that the "missing" DS&T records control schedule (confidential version) was found in a NARA safe located in the office that reported it missing. Mr. Moore also said that NARA would not hold up the processing of the DCI and DS&T records control schedules.

Ray Tagge, NARA Appraiser, has told IRMD that the DCI schedule is being processed and should be published in the Federal Register on 17 September. He also said that he hopes to have the DS&T schedule, which is still in the coordination stage, processed in time to be published in the Federal Register on 1 October. The Archivist of the United States will approve the schedules 60 days after they appear in the Federal Register.

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5. Forms Management. Agency Forms Manager, is continuing his review of forms in the Agency forms system with worthwhile results. During the past five weeks, he has been able to eliminate 52 forms that are no longer valid and is now awaiting responses from Agency components before taking action on 62 additional forms which are questionable.

6. Records Center Activities. Records Center personnel performed the following activities during the week:

RAMS:	Made 33 additions, 48 changes, and 42 deletions.
ARCINS:	Jobs received/edited: 26. Jobs keyed: 25 consisting of 7,151 entries. Jobs proofed: 8 Jobs corrected: 3 Jobs completed: 9 Status changes: 24 Computer down time: 15 minutes
ACCESSIONS:	Received 30 jobs totalling 268 cubic feet.
REFERENCES:	Serviced 2,538 requests for records (296 were for annuitants).
DISPOSITION:	Transferred 180 cubic feet of material to the hammermill for destruction.

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3 September 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[REDACTED]
Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
27 August - 3 September 1986

1. RPD is currently processing 111 jobs, an increase of one over last weeks total of 110.

2. An Employee Bulletin initiated by the Office of Personnel to announce the sixth Financial Planning Seminar was forwarded to the DDA for approval. This session is entitled "The Stock Market" and will be conducted by Mr. Elliott Benson of Ferris & Company.

3. The Office of Logistics has initiated an Employee Bulletin announcing the second phase of construction for the North Lot is scheduled to begin on 15 September 1986. This phase of construction is particularly noteworthy since it will eliminate all visitor parking in North "A" Lane.

25X1 4. [REDACTED] responded to a request from the Office of the
Comptroller for background information on the specific wording of a provision
in the Headquarters Regulation dealing with qualifying service under CIARDS.
The Comptroller's office wanted to know when this provision was expanded and
the basis for the change. Interestingly, our research indicated that the item
25X1 in question was added to the regulation based on the testimony given by
Messers. Blake and [REDACTED] before the House Permanent Select Committee on
25X1 Intelligence on 13 October 1977.



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